

1 November 1979

MEMORANDUM FOR: Chief, Classification Review Division

FROM: [REDACTED]

SUBJECT: Possible Uses for Summer-Only Employees

1. In response to your request that I review [REDACTED] to see if any of our essential backlogged work could be alleviated by the use of summer-only employees, I believe they could be used to advantage in both keying and verification.

2. Our keying of input into the DARE system is backlogged at this time -- a condition that is likely to be the norm unless and until we are able to hire at least one full-time keyer. [REDACTED] feels that one week would be sufficient time to train temporary employees in the basics of input; we would, therefore, have the benefit of their services for some seven weeks. According to [REDACTED] SECRET clearance would be sufficient, as these keyers would not actually be handling any SCI material.

3. Summer-only personnel could also be used for verification of DARE input. Since our IA complement is still well below strength, we have not been able to implement a 100% verification of input, but I hope we will be able to start this by the beginning of 1980. Even so, it is not likely that we will have sufficient IA personnel on board by summer to keep up with that portion of our work.

4. Working space and equipment limitations permit the employment of perhaps only two summer-only employees. I, therefore, propose that we request two such employees for CRD.